

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Termination of Electricity Service

Dear [Utility Company Name],

I am writing to formally request the termination of my electricity service at my residence located at [Your Address], with account number [Account Number].

Please consider this letter as my official notice, effective [Termination Date]. I would appreciate if you could provide confirmation of the termination date and any final billing details.

If additional information is required, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]